

RESOLUTION NO. 2001-245§1

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, APPROVING AND AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT, IN THE AMOUNT OF \$185,291, BETWEEN THE CITY OF MIAMI BEACH AND THE FIRM OF REYNOLDS, SMITH AND HILLS, INC., PURSUANT TO REQUEST FOR QUALIFICATIONS (RFQ) No. 10-00/01, TO PROVIDE PLANNING SERVICES, IN THE AMOUNT OF \$113,987, SURVEY SERVICES, IN THE AMOUNT OF \$56,300, AND REIMBURSABLES, IN THE AMOUNT OF \$15,004, FOR THE LA GORCE NEIGHBORHOOD STREETScape PROJECT; AND APPROPRIATING FUNDS, IN THE AMOUNT OF \$61,702, FROM THE SERIES 2000 GENERAL OBLIGATION BOND FUND, AND \$123,589 FROM THE SERIES 2000 STORMWATER REVENUE BOND FUND, FOR A TOTAL APPROPRIATION OF \$185,291.

WHEREAS, the City has issued General Obligation (G.O.) Bonds, Stormwater Revenue Bonds and Water and Sewer Revenue Bonds, to provide funding for a number of needed capital projects to be constructed in various areas of the City to upgrade and improve the infrastructure for the purpose of providing better service to residents and visitors; and

WHEREAS, Reynolds, Smith and Hills, Inc. (RSM) was selected as the number one ranked firm by an Evaluation Committee and recommended by the Administration on April 18, 2001, regarding Request for Qualifications (RFQ) No. 10-00/01 for Urban Design, Landscape and Engineering services for the La Gorce Neighborhood (the Project); and

WHEREAS, pursuant to Resolution No. 2001-24322, adopted by the Mayor and City Commission on April 18, 2001, the Administration has negotiated an Agreement with RSM, to develop design and construction documents for the Project; and

WHEREAS, the Agreement is composed of planning services, in the amount of \$113,987, survey services, in the amount of \$56,300, and reimbursables, in the amount of \$15,004, for the Project; and

WHEREAS, the Administration now requests approval of a Professional Services Agreement between the City and Reynolds, Smith and Hills, Inc., in the amount of \$185,291, for professional urban design, landscape architecture and engineering services to perform the planning and surveying for the streetscape and utility improvements to the La Gorce Neighborhood, and for reimbursables costs; and

WHEREAS, the Administration further requests appropriation of funds, in the amount of \$61,702, from the Series 2000 General Obligation Bond Fund, and \$123,589, from the Series 2000 Stormwater Revenue Bond Fund, for a total appropriation of \$185,291.

NOW, THEREFORE BE IT DULY RESOLVED BY THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, that the Mayor and the City Commission approve and authorize the Mayor and City Clerk to execute an Agreement between the City of Miami Beach and the firm of Reynolds, Smith and Hills, Inc., pursuant to Request for Qualifications (RFQ) No.10-00/01, to provide planning services, in the amount of \$113,987, survey services, in the amount of \$56,300, and reimbursables, in the amount of \$15,004, for the La Gorce Neighborhood Streetscape Project; and appropriating funds, in the amount of \$61,702, from the Series 2000 General Obligation Bond Fund, and \$123,589 from the Series 2000 Stormwater Revenue Bond Fund, for a total appropriation of \$185,291.

PASSED AND ADOPTED this 5th day of September 2001.



MAYOR

ATTEST:



CITY CLERK

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**APPROVED AS TO
FORM & LANGUAGE
& FOR EXECUTION**



City Attorney

8-28-01
Date

**SCHEDULE A
CITY OF MIAMI BEACH, FLORIDA
RIGHT OF WAY INFRASTRUCTURE IMPROVEMENT PROGRAM
SCOPE OF A/E CONSULTANT SERVICES**

CONSULTANT: Reynolds, Smith and Hills, Inc.

BACKGROUND

The City of Miami Beach (CITY) has developed various programs to improve the quality of life of its residents. On November 2, 1999, voters approved the issuance of approximately \$92 million in General Obligation (GO) Bonds for Neighborhood, Parks, Beach and Fire Safety Improvements, of which \$57 million is allocated for capital right-of-way infrastructure projects (Program). In addition to this allocation, CITY Administration proposes that a portion of the recent Water and Wastewater Bond and Stormwater Bond issues also are allocated for capital right-of-way infrastructure projects. These estimated \$187 million of public right of way infrastructure improvement projects are to be implemented over the next six (6) years. Program elements include citywide water, wastewater and stormwater improvements; as well a variety of streetscape enhancement projects. The CITY has contracted the services of Hazen and Sawyer, P.C. to function as Program Manager (PROGRAM MANAGER), and act as the CITY's agent with regard to all aspects of this scope of services. Hence, PROGRAM MANAGER shall serve as the focal point of contact with the Architectural / Engineering firm (CONSULTANT). The CITY will retain contractual agreement responsibilities with the CONSULTANT firms.

Due to the large number of projects that will be ongoing coincidentally during the Program, the PROGRAM MANAGER has developed a Program Work Plan (PWP) detailing procedures and policies for the overall Program. This PWP manual dictates the respective responsibilities and levels of authority for all program team members. Organizational structure flowcharts and team member duties are included to establish a working understanding regarding reporting and communication relationships on the Program. The PWP includes a listing of design and construction phase deliverables from the various A/Es and Contractors, along with proposed PROGRAM MANAGER duties during the planning, design and construction phases of the Program. One copy of the PWP will be given to CONSULTANT, who agrees to comply with procedures set forth therein.

The CITY has prepared the *City of Miami Beach Water System Master Plan* dated November 1994 and the *Comprehensive Stormwater Management Program Master Plan* dated March 1997 which identifies the preliminary investigations, analysis and recommendations to improve water and stormwater infrastructure throughout the City. Subsequent planning efforts by the CITY identified water infrastructure to be replaced and gathered data within certain neighborhoods for use in preliminary drainage assessments. Data gathered for the stormwater infrastructure includes the following:

- Test Borings
- Soil permeability tests (SFWMD Usual Condition Test Method)
- Existing stormwater drainage facility assessment

There are a total of thirteen neighborhoods within the Program scope. This scope of services refers to CONSULTANT planning (Task 1), design (Task 2), bidding (Task 3), construction administration (Task 4) services and Reimbursables (Task 5) specifically related to the following neighborhood(s):

1. Neighborhood No. 5 – La Gorce

The purpose of the La Gorce Neighborhood Improvements is to provide for the restoration and enhancement of the neighborhood's streets to meet the needs of the community. This project will coordinate streetscape work with restoration and enhancement of the neighborhood's sanitary, water, and storm drainage infrastructure.

The La Gorce Neighborhood includes all of the area from Surprise Lake, north to La Gorce Island, and from Biscayne Bay east to the Indian Creek waterway. La Gorce Island and Allison Island are part of the neighborhood; however improvements to the islands are not encompassed by this scope.

The Lake View Area, bounded by Lake View Drive and 51st Street is a sub-neighborhood of the La Gorce Neighborhood. The area is generally comprised of single-family residential streets. There are no institutional uses, and only one small commercial building on 51st Street and Cherokee Avenue. North Bay Road, Alton Road, Pine Tree Drive, and La Gorce Drive are all comprised of large-lot, single family homes.

The south side of Allison Island is currently under redevelopment as a medium density, mixed-use by private-sector developers.

The CITY has held community workshop meetings with residents of the La Gorce community to address their needs. The improvements include:

- Enhanced pedestrian and vehicular streetscape improvements
- street resurfacing and new pavement markings
- traffic calming
- swale restoration and/or curb and gutter restoration or upgrades
- street lighting upgrades to correct deficiencies where needed
- repair, extension, or widening of sidewalks to provide continuous, ADA-Title III compatible separated pedestrian ways
- landscaping improvements
- upgrade of the drainage collection system and drainage improvements
- repair or rehabilitation of galvanized water mains

Infrastructure improvements are generally identified in the City of Miami Beach Comprehensive Stormwater Management Program Master Plan, (March 1997), the City of Miami Beach Water

System Master Plan, (November, 1994), and the Citywide Sanitary Sewer Infiltration and Inflow Mitigation Program, and in subsequent amendments to the plans.

Pine Tree Drive and La Gorce Drive, both collector roadways maintained by Miami-Dade County, have had splitter islands constructed for traffic calming purposes, and the splitter islands and both streets are currently under design for landscaping treatments. This work is separate from this scope.

Alton Road is a State-maintained minor arterial that runs through La Gorce. In 2003 Alton Road is scheduled for resurfacing. The City is currently studying the potential to implement traffic calming techniques and mechanisms along Alton Road to be constructed in conjunction with the FDOT work. This planning study and subsequent design work is a separate effort from this scope and will be performed by others; however, as Alton Road is an integral part of the neighborhood, the La Gorce Neighborhood design team will have to coordinate with the Alton Road improvement efforts.

The bridge and flyover at 63rd Street are scheduled for reconstruction in 2004 by FDOT. Since the redesign has significant impacts to the La Gorce Neighborhood, the neighborhood design team will have to coordinate with the 63rd Street Bridge reconstruction and flyover replacement effort. The work will also consist of coordination with other consultants with respect to the FDOT trafficway improvement projects and others.

Total construction costs budgeted for this neighborhood approximate \$1,212,516. The total construction costs associated with the neighborhood are funded from the General Obligation, Stormwater Revenue and Water and Wastewater Revenue Bond Series.

A general map is attached as Exhibit A. Please note that the Exhibit identifies the neighborhood limits as well as the location of water main replacement and areas requiring further investigation. Note that a separate Notice to Proceed is required from the CITY prior to the commencement of work on any Task.

For purposes of this scope of services, the work is herein defined to include two bid packages that are to be implemented on two separate timelines.

TASK 1 – PLANNING SERVICES

The purpose of this Task is to establish a consensus design concept for the referenced neighborhood(s) that meets the needs of the community and stays within established schedule and cost parameters. Note that Tasks 1.1 through 1.5 are intended to develop a database for the performance of Community Design Workshops. The total number of Community Design Workshops to be conducted per neighborhood as discussed in Task 1.6. Based on the results of the Community Design Workshops, a draft Basis of Design Report shall be developed as noted in Task 1.7. Subsequent design review committee presentations and approvals shall be as noted in Task 1.8. A final Basis of Design Report shall then be prepared summarizing the accepted design concept, budget level cost estimate and implementation schedule as noted in Task 1.10. To facilitate the implementation of a Public Information Program, CONSULTANT shall provide electronic files of all project documents, as requested by CITY and/or PROGRAM MANAGER.

Task 1.1 – Project Kick-Off Meeting: CONSULTANT shall meet with CITY and PROGRAM MANAGER to review existing planning documents and results of previous scoping sessions

held with affected neighborhood(s) and receive copies of available reference documents. CITY and PROGRAM MANAGER shall present general discussions as to Program procedures and direction. Based on this meeting CONSULTANT will schedule a reconnaissance visit of the Project site(s). CONSULTANT's level of effort is based upon the attendance at one (1) meeting. PROGRAM MANAGER shall prepare and distribute meeting minutes, accordingly.

Deliverables: - Attend Project kick off meeting.

Schedule: - Within 5 working days of Task 1 - Planning Phase Notice-to-Proceed.

Task 1.2 – Infrastructure Planning: The CITY has performed certain planning efforts that identified the location of water and sanitary sewer infrastructure replacement. The approximate location of these improvements has been identified in Exhibit A. It is the CITY's intent to have all galvanized water mains / service connections and tuberculated cast iron mains replaced under this Program. CONSULTANT shall propose and identify the necessary field investigations to identify the mains to be replaced. Investigations may include ...(CONSULTANT to propose).

Under this task, CONSULTANT shall also meet with the Miami-Dade Department of Environmental Resource Management (DERM) and CITY to define the level of service required for stormwater infrastructure improvements.

Task 1.3 – Project Site Reconnaissance Visit and Development of Alternative Streetscape Treatments: CONSULTANT shall attend a reconnaissance site visit for each neighborhood. CITY staff and representatives will attend the site visit(s) from the project area. This will facilitate CONSULTANT's understanding of the project area needs.

Based on the results of the site visit(s), CONSULTANT shall assemble a minimum of three reference images identifying alternative streetscape treatments that the project may follow. One of the reference images shall present proposed improvements possible under current budget limitations. The other images shall reflect additional levels of potential improvements that may be possible based on future phases of the Program that are to date unfunded. In addition, CONSULTANT shall prepare preliminary "budget" level cost estimates (+30%, -15% as defined by the American Association of Cost Engineers) for each alternative treatment indicating opinions of probable cost. Estimates shall present costs by category types (i.e. paving, lighting, landscaping, etc.) and shall be prepared in a Microsoft Excel Spreadsheet format. PROGRAM MANAGER shall provide a template for the requisite cost estimate format to CONSULTANT. CONSULTANT shall prepare and distribute meeting minutes of each project site reconnaissance visit, accordingly.

Deliverables: - Attend reconnaissance project site visit(s)

- Develop three alternative streetscape images for each neighborhood
- Develop "budget" level cost estimates for each alternative streetscape image

Schedule: - Within 20 working days of completion of Task 1.1 services.

Task 1.4 – Attend "Visioning" Session: After conducting the project site visit(s) and developing alternative streetscape treatments and cost estimates, CONSULTANT shall attend a half-day "Visioning" session to be scheduled with representatives of CITY, CONSULTANT and

PROGRAM MANAGER for each neighborhood. The purpose of the "Visioning" session(s) shall be to clarify project goals to prepare for the Community Design Workshops. Issues to be discussed shall include the proposed alternative streetscape treatments, budget and schedule. CONSULTANT shall prepare and distribute meeting minutes, accordingly.

Deliverables: - Attend "Visioning" session(s) with representatives from CITY and PROGRAM MANAGER.

Schedule - Within 5 working days of Task 1.2 completion.

Task 1.5 – Review Meeting Prior to Community Design Workshops: CONSULTANT shall meet with applicable CITY and PROGRAM MANAGER staff to ensure that any and all concerns regarding project scope, schedule and cost parameters are addressed prior to scheduling the initial Community Design Workshops for each neighborhood. PROGRAM MANAGER shall prepare and distribute meeting minutes, accordingly.

Deliverables: - Meet with representatives of CITY and PROGRAM MANAGER during Task 1.1 through 1.4 work.

Schedule - Through completion of Task 1.1 through 1.4 work.

Task 1.6 - Community Design Workshops: Design workshops provide an opportunity for residents of affected communities to participate in the planning process for right of way improvements in their respective neighborhoods. To this end, a series of community workshops shall be conducted. CITY will schedule, find locations for, and notify residents of all such meetings. CONSULTANT shall prepare all materials for presentation at each workshop. At a minimum these shall include "full size" graphics / renderings, a summary of cost estimates, workshop agendas and requisite handouts of each. CONSULTANT shall prepare draft meeting minutes and forward them to PROGRAM MANAGER, who shall review, provide comments, and distribute, accordingly. Each workshop is intended to address specific design issues as discussed in the following:

Task 1.6.1 Community Design Workshop No. 1 – The first workshop is intended to provide community residents with a review of the proposed project scope, budget and schedule and create a consensus plan with community concurrence. CONSULTANT shall prepare full size presentation graphics illustrating the Site Analysis Maps and Alternative Streetscape Treatments developed under Tasks 1.3 and 1.4. As previously noted, the alternatives shall present proposed improvements possible under current budget limitations and additional levels of potential improvements that may be possible based on future phases of the Program that are to date unfunded. In addition, graphics shall be prepared presenting a summary of probable costs for the various improvements and the workshop agenda. "Budget" level cost estimates shall be +30%, -15% as defined by the American Association of Cost Engineers. Based on this data, CONSULTANT shall present the preliminary planning information to attendees. CITY and PROGRAM MANAGER staff will also attend these meetings, and assist CONSULTANT with responses to resident questions, as applicable. CONSULTANT shall note reasonable design revision requests from residents for review and incorporation into the proposed plan. Due to the fixed nature of funding on the various projects within the Program, budget limits must be adhered to. CONSULTANT shall be prepared to discuss budgets and the various impacts of resident requested revisions on such, accordingly.

Deliverables: - Prepare materials, attend and conduct Community Design Workshop No. 1 for each neighborhood

Schedule: - Within 10 working days after completion of Task 1.4

Task 1.6.2 Community Design Workshop No. 2 ~ The second workshop is intended to present community residents with the selected streetscape treatment concept, budget and schedule based on the input received during Workshop No. 1. CONSULTANT shall prepare full size presentation graphics illustrating the selected streetscape treatment, along with a summary of probable costs for the improvements and the workshop agenda. The selected streetscape treatment shall be presented in two phases. The first phase shall illustrate proposed improvements possible under current budget limitations. The second phase shall illustrate additional levels of potential improvements that may be possible based on future phases of the Program that are to date unfunded. "Budget" level cost estimates shall be +30%, -15% as defined by the American Association of Cost Engineers. Based on this data, CONSULTANT shall present the information to attendees. CITY and PROGRAM MANAGER staff will also attend these meetings, and assist CONSULTANT with responses to resident questions, as applicable. CONSULTANT shall note that the design concepts presented during this meeting are considered "near final" and CITY will consider only minor design revision requests from residents for review and incorporation into the proposed plan. Any comments accepted by the CITY resulting from this workshop shall be incorporated during the Task 2 Design Phase. No additional workshops will be scheduled.

Deliverables: - Prepare materials, attend and conduct Community Design Workshop No. 2 for each neighborhood

Schedule - Within 15 working days of Community Design Workshop No. 1

Task 1.7 – Basis of Design Report (DRAFT): CONSULTANT shall prepare a draft Basis of Design Report (BODR) for each neighborhood presenting the results of the Community Design Workshops and final design plan. The BODR will include a summary of findings and a map illustrating all proposed improvements under the current phase of the project, inclusive of water, wastewater, stormwater, urban design, streetscape and landscape. Where required, CONSULTANT shall perform a corridor study to determine the most desirable routing for proposed underground improvements. A separate map shall be prepared by CONSULTANT to illustrate proposed future improvements, as agreed with residents during the Community Design Workshops, that are yet unfunded. The BODR shall include sufficient detail in plans, sections, notes and key descriptions to facilitate review by the various CITY permitting and planning divisions discussed in Task 1.8

The draft BODR shall also include discussions and graphics illustrating:

- A project implementation plan, inclusive of utility and streetscape construction phasing and traffic control details with a discussion of expected impacts to the affected neighborhood.
- Proposed water, wastewater and stormwater improvements. A corridor study may be required if routing is not clearly indicated on existing planning documents, or if proposed routing is determined to be congested with existing improvements.

- A discussion of existing right-of-way encroachments, including the extent and locations of such.
- A "budget" level cost estimate prepared in conformance with format provided by PROGRAM MANAGER. Estimates shall be provided for both current phase and future (unfunded) improvements. Based upon CONSULTANT's cost estimate, CITY shall advise CONSULTANT if portions of the project need to be deleted, phased and/or bid as alternate bid items to satisfy existing fiscal constraints. CONSULTANT shall revise BODR to reflect such issues accordingly.
- A schedule for implementing the Project itemized phase by phase (design, bid, award, construction) including critical issues and the time period allowed for resolving each issue. The schedule shall be prepared in "Primavera Project Planner, Version 3.0" format or SureTrak and provided to the CITY and PROGRAM MANAGER.
- Discussion regarding permitting authorities having jurisdiction over Projects and provide a list of permits typically retained by the Owner and/or Contractor. Unique and/or special permitting requirements shall be identified as well as permitting fees.

Deliverables: - Prepare 25 copies of the draft BODR.

Schedule: - Within 20 working days from completion of the final Community Design Workshop.

Task 1.8 – Review of BODR with CITY Divisions: CONSULTANT shall meet to present and review the draft BODR with the following review agencies:

- City of Miami Beach Historic Preservation Board or Design Review Board
- City of Miami Beach General Obligation (G.O.) Bond Oversight Committee
 - City of Miami Beach Planning Board
 - City of Miami Beach Neighborhood Committee
 - City of Miami Beach Transportation and Parking Committee
- City of Miami Beach Finance Committee
- City of Miami Beach City Commission

CITY and PROGRAM MANAGER shall attend review meetings and assist CONSULTANT, as practicable, in obtaining approvals from noted review agencies by participating in negotiations with such authorities. CONSULTANT retains final responsibility for procuring all necessary approvals, and for implementing required revisions and resubmissions as necessary. It is recognized by CITY and PROGRAM MANAGER that the time period for obtaining approvals from the various review agencies is beyond the control of CONSULTANT, except for issues concerning the acceptability of the proposed design concepts and CONSULTANT's ability to respond to review agency comments. CONSULTANT shall address and respond to comments

received from the various reviews in writing, and implement requested revisions into the draft BODR, as agreed with CITY and PROGRAM MANAGER, within fourteen (14) calendar days of receipt of comments, unless agreed to otherwise with PROGRAM MANAGER. CONSULTANT shall draft meeting minutes and forward them to PROGRAM MANAGER, who shall finalize and distribute accordingly.

- Deliverables:**
- Attend BODR review meetings with noted committees.
 - Prepare draft meeting notes.
 - Address comments and revise BODR accordingly.

- Schedule:**
- Within 20 working days of draft BODR completion.

Task 1.9 – Additional Review Meetings:

CONSULTANT shall attend and participate in up to two (2) review meetings with those agencies/committees requesting revisions.

Task 1.10 - Final Basis of Design Report: CONSULTANT shall prepare a final BODR based on comments and revisions implemented during the reviews with the various CITY Divisions. The final BODR will serve as the basis for development of detailed design documents as discussed in Task 2.

- Deliverables:**
- Prepare 25 copies of a final BODR.

- Schedule:**
- Within 17 working days after completion of reviews noted in Task 1.8.

TASK 2 –DESIGN SERVICES

The purpose of this Task is to establish requirements for the preparation of contract documents for the Project. Note that Task 2.1 requires that CONSULTANT perform a variety of forensic tasks to verify, to the extent practicable, existing conditions and the accuracy of base maps to be used for development of the contract drawings. Task 2.2 discusses requirements for the preparation of contract documents, inclusive of drawings, specifications and front-end documents. Task 2.3 establishes requirements with regard to constructability and value engineering reviews to be performed by others. Task 2.4 establishes requirements for the preparation of opinions of total probable cost by the CONSULTANT. Task 2.5 specifies requirements for review of contract documents with jurisdictional permitting agencies prior to finalization. Task 2.6 establishes requirements for developing final (100%) contract documents. To facilitate the implementation of a Public Information Program, CONSULTANT shall provide electronic files of all project documents, as requested by CITY and/or PROGRAM MANAGER. It is the PROGRAM MANAGER's intent to post the 100% contract document submittals on its Program Web Page. Hence, CONSULTANT shall provide the electronic files for the front end documents, technical specifications, and construction drawings, as required.

Task 2.1 - Field Verification of Existing Conditions: CONSULTANT shall perform a detailed topographic survey of the existing right of way areas to be impacted by construction activities under the scope of this project. The survey shall be performed by a Professional Land Surveyor in the State of Florida and shall meet the minimum technical standards identified in Chapter 61G17-6, FAC. All survey files shall be prepared in AutoCAD Version 14 format with a layering system as directed by PROGRAM MANAGER. As a minimum, the survey shall address the

following:

- Topographic survey shall consist of establishing a baseline with stations at each intersection, and identify right-of-way monuments and sectionalized land corners. Baseline of survey shall be tied into the right-of-way and sectionalized land monuments. CONSULTANT shall obtain right-of-way information from available records.
- CONSULTANT shall set benchmarks at convenient locations along the corridor to be used during both the design and construction phases of the project. As a minimum, permanent benchmarks shall be set at 1000-foot intervals along the alignment. CONSULTANT shall tie-in at least two existing government County monuments to vertical circuit and shall take cross sections at 100-foot intervals along project corridor. The benchmarks shall be derived from existing government benchmarks and be carried into the proposed system using Second Order, Class II procedures. A full listing of benchmark locations shall accompany the survey data.
- Cross section elevations shall define all grade breaks such as intersections, swale, edge of pavement, pavement centerline, curb and gutter, edges of sidewalk, driveway connections, right-of-way line, where possible 20 to 25 feet into private property, encroachments (both natural and built-in), etc.
- CONSULTANT shall locate and identify all the existing surface improvements / topographic features that are visible along the corridor, such as the following:
 - Existing valve boxes, water / electrical meter boxes, electrical pull boxes, telephone / cable risers, fences, hydrants, etc.
 - Aboveground and underground utilities, invert elevations of accessible underground utilities, wood / concrete utility poles, culverts, guardrails, pavement limits, headwalls, endwalls, manholes, vaults, mailboxes, driveways, side streets, trees, landscaping, traffic signage and any other noted improvements. Survey shall identify fence material / height, landscaping plant material limits and driveway construction materials; as well as private property encroachments (i.e. landscaping, overhangs, improvements, etc.)

Survey limits shall include the entire right-of-way and an additional overlap of 25 feet on either side of the right-of-way.

- Topographic survey / base map shall be prepared in AutoCAD version 14.0 and submitted on a 3.5-inch diskette with one copy on 22-inch by 34-inch bond paper to the CITY. CAD mapping shall be performed to a scale of 1:1 and referenced to The Florida State Plane Coordinate System, East Zone NAD 83/90. Text size shall be 100 lero for a final product at 1=20 units.
- Indicate geometry of perimeter private property plats (inclusive of fences, landscaping and driveways).

Upon completion of the survey, CONSULTANT shall forward the same to all the private utility owners / agencies with a request to mark / Identify their respective utilities on the survey base map. CONSULTANT shall coordinate this effort with each agency in an effort to identify the location of all underground utilities. CONSULTANT shall incorporate utility owner markups / edits into its survey base map file. CONSULTANT shall contact the following entities and request that they each verify locations of their existing improvements in the affected areas:

- Florida Power and Light
- Miami-Dade Water and Sewer Authority
- Miami-Dade Public Works Department
- State of Florida Department of Transportation
- Charter Communications
- Natural Gas
- Others as deemed necessary by CONSULTANT

Based on the collected data, CONSULTANT shall develop detailed design base maps for the project. The maps shall include an overall key map and partial plans scaled at 1-inch equals 20 feet. CONSULTANT shall illustrate proposed water, wastewater and stormwater improvements on the base maps based on available planning documents provided by CITY. A subsequent review shall be scheduled with CITY and PROGRAM MANAGER staff to determine locations where additional field verifications, via "Soft-Dig" underground identification services, shall be implemented.

CONSULTANT shall prepare final base maps based on the information gathered herein. Copies of base maps shall be distributed to CITY and PROGRAM MANAGER.

Deliverables: - Perform forensic work as noted to develop final base maps. Deliver five (5) sets of base maps to PROGRAM MANAGER.

Schedule: - Within 45 working days after Task 2 - Design Phase Notice to Proceed.

Task 2.2 – Detailed Design: CONSULTANT shall prepare detailed design documents consisting of general, civil, mechanical, urban design, landscape architectural, electrical, landscaping, irrigation and structural drawings, as applicable. CONSULTANT shall utilize CITY standard details as provided by PROGRAM MANAGER, and as deemed appropriate by CONSULTANT. CONSULTANT shall supplement design documents its own additional details, as it deems necessary, to provide CITY with a complete work product. All drawings shall be prepared using AutoCAD Version 14 software with a layering system as provided by PROGRAM MANAGER.

Technical specifications shall be prepared in conformance with Construction Specifications Institute (CSI) format. PROGRAM MANAGER shall furnish CONSULTANT with standard CITY specification outlines for Divisions 1, 2, 3 and 15. By incorporating the CITY's standard specification outlines into its contract documents, CONSULTANT acknowledges that it has

reviewed and accepted these specification outlines as its own for the purposes of this project. CITY assumes no responsibility for the contents of the master specification outlines. Hence, CONSULTANT shall review such documents and make known to CITY any requests for revisions, for review and acceptance, prior to modification of the documents. CONSULTANT shall refrain from amending FDOT standard specifications and including same in the detail design documents. CONSULTANT may provide technical specification sections that CONSULTANT may require, not already provided through CITY standard outlines, subject to review and comment by CITY and/or PROGRAM MANAGER. Any Supplier listings required by specifications shall include a minimum of two named Supplier's and shall meet all applicable CITY and State of Florida procurement codes. CITY standard specification outlines shall be provided to CONSULTANT in "Microsoft MS-Word" format. CONSULTANT shall use the same software in all project related work.

CONSULTANT shall utilize base front-end documents provided by CITY. CONSULTANT shall edit accordingly to result in a project specific document. Any changes / modifications to the Supplementary General Conditions shall be subject to review and acceptance by CITY.

CONSULTANT shall attend monthly progress meetings with CITY and PROGRAM MANAGER staff. CONSULTANT shall prepare and maintain a design progress schedule in Primavera Project Planner, version 3.0 format or SureTrak. CONSULTANT shall update the schedule and review project status at each monthly progress meeting. Should PROGRAM MANAGER determine that a CONSULTANT has fallen behind schedule, CONSULTANT shall provide a recovery schedule that will accelerate work to get back on schedule. In addition during the design phase, CONSULTANT shall attend two meetings with applicable representatives to review the status of the design. The CITY shall schedule these meetings.

For purposes of this Scope of Services, the following will be considered the minimum effort to be provided by CONSULTANT for establishing the detail design milestones:

- 30% design completion shall consist of the completed survey / base map work as identified in Task 2.1 with the proposed improvements identified in plan view at a scale of 1-inch equals 20 feet. A key map shall also be provided which illustrates the relationship between the drawings and its respective location within the neighborhood. An outline identifying the anticipated technical specifications to be incorporated into the work shall also be submitted.
- 60% design completion shall consist of the plan and profile view of all improvements, applicable sections and construction details. Prior to the preparation of the 60% design drawings the CONSULTANT shall incorporate changes to its design based upon its underground utility verification efforts. Plan and profile sheets shall be provided for water and sewer improvements. CONSULTANT shall include the technical specifications and a draft schedule of prices bid (bid form) identifying the items to be bid by the prospective contractors with the submittal. CONSULTANT shall provide its "Budget" level opinion of probable cost as defined by the American Association of Cost Engineers with the submittal.
- 90% design completion shall consist of the entire construction document set including the front end documents (general and supplemental conditions),

technical specifications and construction drawings for all the work proposed to be completed. CONSULTANT shall provide the detailed construction sequencing restrictions for the PROGRAM MANAGER's review. CONSULTANT shall provide its "Definitive" level opinion of probable cost as defined by the American Association of Cost Engineers with the submittal.

- Deliverables:**
- Furnish ten (10) sets of 30, 60, 90 and 100 percent completion stage documents to PROGRAM MANAGER.
 - Prepare and update project schedule, on a monthly basis.
 - Attend monthly progress meetings with CITY and PROGRAM MANAGER staff.

Schedule:

- Complete 30 percent documents within 65 working days after the Task 2 – Design Phase Notice to Proceed
- Complete 60 percent documents within 85 working days after Task 2 - Design Phase Notice to Proceed.
- Complete 90 percent documents within 115 working days after Task 2 - Design Phase Notice to Proceed.
- Complete 100 percent documents within 155 working days after Task 2 - Design Phase Notice to Proceed.

Task 2.2.1 - Geotechnical Evaluation

CONSULTANT shall conduct a preliminary field exploration program to identify typical geotechnical conditions along the proposed pipeline corridor(s) and/or to ascertain the sub surface conditions with respect to its drainage design as noted under Task 6.4.

Task 2.3 – Design / Constructability Review: To verify that all design review meeting comments have been incorporated and design standards have been followed, PROGRAM MANAGER shall perform reviews of all design project documents at the preliminary (30 percent completion), intermediate (60 percent completion) and near final (90 percent completion) design stages. The purpose of these reviews shall be to verify that the documents are consistent with the design intent. The PROGRAM MANAGER shall also review CONSULTANT's prepared cost estimates for the project at both the 60 and 90 percent submittal stages. These documents will be furnished as bound 8-1/2-inch by 11-inch specifications and full-size (22-inch by 34-inch) blue-line drawings. PROGRAM MANAGER and applicable CITY departments shall perform reviews on these documents and provide written comments (in the form of markups of submitted documents) back to CONSULTANT. Following receipt of comments, a meeting shall be scheduled between CITY, CONSULTANT and PROGRAM MANAGER, to discuss the requirements, intent and review of comments. CONSULTANT shall prepare a written memorandum to address how each comment was resolved. Such written response shall be prepared and submitted to PROGRAM MANAGER, for acceptance, within 14 calendar days after the review session. CONSULTANT shall revise documents to include review comments accordingly.

In addition, PROGRAM MANAGER shall perform constructability reviews of the design documents relative to value, construction sequencing and bid format. These reviews shall be based upon the 60 and 90 percent design submittals received from the A/E consultant(s) and shall be conducted concurrently with the 60 and 90 percent design reviews. Meetings shall be held with CONSULTANT and CITY representatives to discuss review comments, as required. A detailed review of CONSULTANT's proposed construction sequencing restrictions will be performed by PROGRAM MANAGER at the 90-percent completion stage. The intent of this scope item is to advise the CONSULTANT of the PROGRAM MANAGER's role during the detail design phase. The CONSULTANT shall note that the PROGRAM MANAGER's review of the contract documents does not relieve CONSULTANT from its responsibility to the CITY with regard to the quality of its contract documents.

- Deliverables:**
- Attend meetings with CITY and PROGRAM MANAGER staff to review and discuss design, constructability and value comments.
 - Prepare written responses to comments made during review sessions.

- Schedule:**
- Complete concurrently with Design Phase schedule.

Task 2.4 – Cost Opinions: CONSULTANT shall prepare opinions of probable construction costs for each design submittal (60 and 90 percent) as well as the final (100 percent) completion stage. The accuracy of the cost estimate associated with the 60 percent completion stage shall be +30% to -15% "Budget" Level as defined by the American Association of Cost Engineers. The accuracy of the cost estimate associated with the 90 and 100 percent completion stage shall be a +15% to -5% "Definitive" Level Estimate as defined by the American Association of Cost Engineers. All estimates shall be submitted in Microsoft "Excel" format in accordance with the template supplied by PROGRAM MANAGER. All estimates shall be furnished bound in 8-1/2-inch by 11-inch size. Based upon CONSULTANT's cost estimate, CITY shall advise CONSULTANT if portions of the project need to be deleted, phased and/or bid as alternate bid items to satisfy existing fiscal constraints. CONSULTANT shall revise documents to reflect such issues accordingly.

- Deliverables:**
- Prepare opinions of probable costs at the 60, 90- and 100 percent completion stages.

- Schedule:**
- Complete concurrently with Design Phase schedule.

Task 2.5 – Community Design Review Meetings

CONSULTANT shall attend and participate in community design review meetings to review the design progress and concept at different progress levels during the design. The CITY will schedule, find locations for, and notify residents of all such meetings. CONSULTANT shall prepare draft meeting minutes and forward them to PROGRAM MANAGER, who shall review, provide comments and distribute, accordingly. The number of meetings per neighborhood are as follows:

- Neighborhood 1 – Biscayne Point

CONSULTANT shall participate and attend up to two (2) meetings per Bid Package.

Task 2.6 - Document Revisions:

Based upon the input provided by the residents, CONSULTANT shall incorporate the necessary contract document revisions, as approved by the CITY.

Task 2.7 – Permitting Reviews:

CONSULTANT shall prepare applications and such documents and design data as may be required to procure approvals from all such governmental authorities that have jurisdiction over Project. CITY shall pay all permit fees. CONSULTANT shall consider the impact of permit fees in its construction opinions of probable cost. CONSULTANT shall participate in meetings, submissions, resubmissions and negotiations with such authorities. CITY will attend meetings with governmental authorities as deemed necessary by CITY. CONSULTANT shall respond to comments by such authorities through PROGRAM MANAGER within ten working days of receipt of comments unless a different time is agreed to by PROGRAM MANAGER. It is the intent of this scope of services that PROGRAM MANAGER shall be the responsible party for formally transmitting permit documents to and from the respective authorities and CONSULTANT. Hence, PROGRAM MANAGER shall track and monitor progress on the preparation and review of permits and subsequent requests for information. It is recognized by PROGRAM MANAGER that the time period for obtaining permits is beyond the control of CONSULTANT except for issues concerning the permitability of the design and CONSULTANT's ability to respond to permitting agency requests for information. At the time of the scope preparation, the following governmental authorities that have or may have jurisdiction over Project have been identified:

- City of Miami Beach Building Department
- Miami-Dade Department of Environmental Resource Management
- Miami-Dade Water and Sewer Authority
- Miami-Dade Department of Public Works
- Miami-Dade Department of Health and Rehabilitative Services
- South Florida Water Management District
- Florida Department of Transportation
- Florida Department of Environmental Protection
- U.S. Army Corps of Engineers
- U.S. Environmental Protection Agency

Failure to identify governmental authorities that have jurisdiction over Project at the time of permitting scope preparation does not relieve CONSULTANT from responsibility to pursue the permit as described above. However, an equitable adjustment to the CONSULTANT's compensation may be negotiated if deemed appropriate by CITY.

- Deliverables:**
- Correspond with noted jurisdictional authorities to establish permitting requirements.
 - Revise documents and respond to permitting inquiries as required.
 - Attend meetings with CITY and PROGRAM MANAGER staff to review and discuss permitting status.
- Schedule:**
- Complete within 43 working days after the completion of the 100 percent detail design milestone.

Task 2.8 – Consultant QA/QC of Design Documents:

CONSULTANT shall establish and maintain an in house Quality Assurance / Quality Control (QA/QC) program designed to verify and ensure the quality, clarity, completeness, constructability and biddability of its contract documents. CONSULTANT shall provide CITY and PROGRAM MANAGER with a written narrative detailing the QA/QC program tasks and how it is to be implemented over the course of this project. The CITY and/or PROGRAM MANAGER, at its discretion may require that CONSULTANT attend meetings to review the status and present results of its QA/QC efforts. Items to be addressed may include, but shall not be limited to, review of specifications by respective technical experts and a "Redi-check" type review of the documents to identify conflicts and inconsistencies between the various disciplines.

TASK 3 –BIDDING AND AWARD SERVICES

Task 3.1 - Construction Contract Document Review

CONSULTANT shall assist CITY in bidding and award of the contract. PROGRAM MANAGER shall transmit contract documents prepared by the CONSULTANT to the CITY's Risk Management and Procurement Departments for verification of appropriate insurance and bonding capacity requirements for each Project prior to bid. Various departments within CITY (Risk Management, Procurement and the City Attorney's Office) have nontechnical review responsibility for the Construction Contract Documents. CONSULTANT shall assist PROGRAM MANAGER in this process by providing three copies of Construction Contract Documents, participating in meetings, submissions, resubmissions and discussions with these departments. CONSULTANT shall respond to CITY comments within ten calendar days of receipt of comments unless a different time schedule is agreed to by PROGRAM MANAGER. CONSULTANT's compensation has been based upon one meeting with these departments.

Task 3.2 - Bid Document Delivery

CONSULTANT shall provide PROGRAM MANAGER with reproducible, camera ready, sets of contract documents. The CITY Procurement Department will reproduce documents and handle the advertising, distribution, sale, maintenance of plan holder lists and other aspects of bid document distribution.

Task 3.3 - Pre-Bid Conference

PROGRAM MANAGER shall conduct one prebid conference. CONSULTANT shall attend the pre-bid conference and bid opening for each project.

Task 3.4 - Addenda Issuance

CONSULTANT shall provide, through PROGRAM MANAGER, timely responses to the inquiries of prospective bidders by preparing written addenda. Format for addenda shall be as provided to CONSULTANT by PROGRAM MANAGER. These queries and responses shall be documented and a record of each shall be transmitted to PROGRAM MANAGER on a same day basis. CONSULTANT shall prepare and distribute necessary addenda as approved by PROGRAM MANAGER.

Task 3.5 - Bid Evaluation

Within five calendar days of receipt of bids, CONSULTANT shall evaluate the bids for completeness, full responsiveness and price, including alternative prices and unit prices, and shall make a formal recommendation to CITY regard to the award of contract. Non-technical bid requirements shall be evaluated by others.

This scope of services includes no allowance for CONSULTANT's time to assist CITY in the event of a bid protest. To the proportionate extent CONSULTANT's services are required in the event of a bid protest, due to a direct action or lack thereof by CONSULTANT, CONSULTANT shall participate in such activities at no additional cost to CITY.

Task 3.6 - Contract Award

CONSULTANT shall provide eight sets of Construction Contract Documents for execution by COUNTY and the successful bidder within five calendar days of request by COUNTY.

Task 3.7 - As- Bid Contract Documents

After contract award and prior to the preconstruction conference, CONSULTANT shall prepare As-Bid construction contract documents, which incorporate the following items into the construction contract documents:

- Contractor's bid submittals, including but not limited to, bid proposal, insurance, licenses, etc.
- Amend / modify front end documents and / or technical specifications to incorporate changes made via contract addenda.
- Revise construction contract drawings to include modifications / revisions incorporated via contract addenda.

CONSULTANT shall prepare As-Bid construction contract documents and reproduce ten (10) sets for distribution to PROGRAM MANAGER within ten (10) calendar days after the City Commission approval / contract execution.

Deliverables- - Attend and participate in Pre-bid conferences and bid openings.

- Respond to questions from prospective bidders and prepare Addenda for distribution by others.
- Prepare recommendation of award letter
- Prepare As-Bid contract documents, reproduce ten (10) sets and forward to PROGRAM MANAGER.

Schedule: - Upon receipt of Task 3 Bidding and Award Services Notice to Proceed and within 64 working days from receipt of the Notice to Proceed.

TASK 4 –CONSTRUCTION ADMINISTRATION SERVICES

The CONSULTANT shall perform the following tasks associated with office administration activities related to the construction of the Project(s). These tasks shall be performed during the duration of all construction projects. Due to the extensive amount of detailed procedures required to properly manage construction projects, PROGRAM MANAGER has developed a Construction Management Manual (CMM) for the construction phase of the Infrastructure Improvement Program. This manual will augment the general program guidelines established in the Project Work Plan, as provided to CONSULTANT by PROGRAM MANAGER, at the commencement of the Project, and provides uniform procedures and guidelines for managing the interface between CITY, Contractors, PROGRAM MANAGER's field observation staff and CONSULTANT. CONSULTANT's level of effort is based upon a construction duration period of 260 working days.

Task 4.1 – Pre-Construction Conferences: CONSULTANT shall attend a pre-construction conference for each Project. PROGRAM MANAGER shall prepare and distribute meeting minutes to all attendees and other appropriate parties. PROGRAM MANAGER shall issue a Limited Notice to Proceed at the Pre-Construction Conference. A final Notice to Proceed shall be issued upon receipt of a final schedule and procurement of all applicable construction permits from the Contractor.

Deliverables: - Attend and participate in pre-construction conferences.

Schedule: - As scheduled by PROGRAM MANAGER after receipt of Task 4 Construction Management Services Notice to Proceed.

Task 4.2 – Weekly Construction Meetings: CONSULTANT shall attend weekly meetings with the Contractor, PROGRAM MANAGER and applicable CITY representatives on each Project. The purpose of these meetings shall be to review the status of construction progress, shop drawing submittals and contract document clarifications and interpretations. In addition, the Contractor shall furnish a two-week look ahead work schedule to allow for proper coordination of necessary work efforts. These meetings shall also serve as a forum for discussion of construction issues, potential changes / conflicts and any other applicable matters. PROGRAM MANAGER shall prepare and distribute meeting minutes to all attendees and other appropriate parties.

Deliverables: - Attend and participate in weekly progress meetings with Contractors.

Schedule: - Weekly throughout the project duration.

Task 4.3 – Requests for Information / Contract Document Clarification (RFIs / CDCs): PROGRAM MANAGER will receive, log and process all RFIs / CDCs. Whenever an RFI involves the interpretation of design issues or design intent, PROGRAM MANAGER shall forward the RFI to CONSULTANT. CONSULTANT shall prepare a response in a timely matter and return it to PROGRAM MANAGER. CONSULTANT may be requested by PROGRAM MANAGER to prepare and forward CDCs should certain items within the contract documents require clarification.

Deliverables: - Respond to those RFIs that involve design interpretations and return to PROGRAM MANAGER's office. Issue CDCs as required.

Schedule: - Ongoing throughout project construction duration.

Task 4.4 – Requests for Changes to Construction Cost and/or Schedule: PROGRAM MANAGER will receive, log and evaluate all requests for project cost and/or schedule changes from the Contractor. Changes may be the result of unforeseen conditions or interferences identified by the Contractor during the routine progress of work, inadvertent omissions (betterment) issues in the contract documents, or additional improvements requested by the CITY or CONSULTANT after the project bid date. Regardless of the source, PROGRAM MANAGER will evaluate the merit of the claim as well as the impact of the potential change in terms of project cost and the schedule. PROGRAM MANAGER will review claims and / or change order requests with CONSULTANT. No claims assistance services are included under this task.

Deliverables: - Perform independent review of request for cost increase and/or time extension.
- Coordinate and participate in meetings, as required, with PROGRAM MANAGER, CITY and Contractor to resolve and/or negotiate the equitable resolution of request.
- Prepare change order documentation.

Schedule: - Ongoing throughout project construction duration.

Task 4.5 – Processing of Shop Drawings: PROGRAM MANAGER will receive, log and distribute shop drawings to CONSULTANT for its review. CONSULTANT shall have 14 calendar days from the time of receipt in its office, to review and return shop drawings to PROGRAM MANAGER's office.

Deliverables: - Review Shop Drawings and return them to PROGRAM MANAGER's office.

Schedule: - Ongoing throughout project construction duration.

Task 4.6 – Field Observation Services: PROGRAM MANAGER will provide field staff to observe the construction of the work. CONSULTANT shall provide specialty site visits by various design disciplines (civil, mechanical, landscaping) on an as requested basis. For the purposes of this scope of services, it is assumed that a total of twelve (12) specialty site visits are included.

Deliverables: - Provide up to twelve (12) specialty site visits.

Schedule: - Ongoing throughout project construction duration.

Task 4.7 – Project Closeout: Upon receiving notice from the PROGRAM MANAGER advising the CONSULTANT that the Project is substantially complete, CONSULTANT, in conjunction with appropriate CITY and PROGRAM MANAGER staff, shall conduct an overview of the Project. The overview shall include development of a “punch list” of items needing completion or correction prior to consideration of final acceptance. PROGRAM MANAGER shall develop the list with assistance from CITY and CONSULTANT. The list shall be forwarded to the Contractor. For the purposes of this provision, substantial completion shall be deemed to be the stage in construction of the Project where the Project can be utilized for the purposes for which it was intended, and where minor items not be fully completed, but all items that affect the operational integrity and function of the Project are capable of continuous use.

Upon notification from PROGRAM MANAGER that all remaining “punch list” items have been resolved, the CONSULTANT, in conjunction with appropriate CITY and PROGRAM MANAGER staff, shall perform a final review of the finished Project. Based on successful completion of all outstanding work items by the Contractor, CONSULTANT shall assist in closing out the construction contract. The contract documents shall be structured to require the Contractor to prepare the record drawings. CONSULTANT shall furnish the electronic drawing files to the CITY for the Contractor’s use. PROGRAM MANAGER shall certify the record drawings to the various affected permitting authorities.

Deliverables: - Attend field meetings to review substantial completion and develop “punch lists”.
- Certify project completion to appropriate agencies.

Schedule: - At the Substantial completion of project

TASK 5 – ADDITIONAL SERVICES

No additional services are envisioned at this time. However, if such services are required during the performance of the Work, they shall be requested by CITY and negotiated in accordance with contract requirements. Note that a separate Notice to Proceed is required prior to performance of any Work not expressly required by this scope of services. If CONSULTANT, proceeds with out of scope Work without proper authorization, it does so at its own risk.

TASK 6 - REIMBURSABLES

Task 6.1 – Reproduction Services:

CONSULTANT shall be reimbursed at the usual and customary rate for reproduction of reports, contract documents and miscellaneous items, as may be requested by CITY. Unused amounts in this allowance shall be credited back to the CITY at the completion of the project.

Task 6.2 – Travel and Subsistence:

CONSULTANT shall be reimbursed at the United States Internal Revenue Service established rate for travel and subsistence, up to the maximum not-to-exceed amount as noted. Unused amounts in this allowance shall be credited back to the CITY at the completion of the project.

Task 6.3 – Surveying:

CONSULTANT shall arrange for and coordinate the efforts of licensed surveyors to prepare a topographical survey of the project limits which meets the requirements of sub-task 2.1. Consultants compensation is based upon the completion of a full design survey for a lineal footage of 11,600, and a horizontal survey for a lineal footage of 2300. Unused amounts in this allowance shall be credited back to the CITY at the completion of the project.

Task 6.4 - Geotechnical Evaluation

CONSULTANT shall conduct a preliminary field exploration program to identify typical geotechnical conditions along the proposed pipeline corridor(s) and/or to ascertain the sub surface conditions with respect to its drainage design. The program will consist of up to three shallow (3 to 6 feet depth) and three deep (6 to 10 feet depth) standard penetration borings, up to a total of 132 feet (6 borings). Asphalt pavement depth will be determined to establish the existing thickness of asphalt at key locations. Actual locations shall be as directed by CONSULTANT. Cost shall be limited to the noted not-to-exceed amount. Unused amounts in this allowance shall be credited back to the CITY at the completion of the project.

Task 6.5 – Underground Utility Verification:

None are anticipated at this time.

Minimum Design Features To Be Shown On Drawings

CONSULTANT shall note that the following criteria indicate the minimum design standards to be shown on drawings. CONSULTANT is encouraged to review and recommend changes as it deems necessary, subject to the review and acceptance of the CITY and PROGRAM MANAGER.

Paving, Grading and Drainage Plans

- Show existing grade/topography, centerline roadway, edge of pavement, back of sidewalk, top of curb, gutter flow line
- Show proposed grade along the centerline of the road at 50 centers, limits of road work, inlets, curb and gutter and sidewalk
- Show limits of demolition / removal
- Show limits of proposed work
- Identify all surface features of all existing and proposed work
- Identify driveway locations
- Identify proposed structures
- Identify linear footage of pipe, pipe invert elevation, diameter and material

Paving, Grading and Drainage Details

- Show proposed cross sections with topographical information at 50 foot stations
- Identify the following minimum information on cross sections:
 - Existing utilities
 - Proposed road slope, lane width, sidewalk width and surface features within the right-of-way
 - Road construction details for the sub-base and base and asphalt
 - Proposed utility locations
- Conflict manhole detail
- Manhole details
- Driveway replacement section
- Catch basin details
- Exfiltration trench details
- Drainage pipe trench detail
- Restoration Details – All pipes
 - Roadway
 - Sidewalk
 - Curb and gutter

Water Distribution and Sanitary Sewer Plans

General

- Identify existing utilities
- Show future utilities proposed by others
- Identify trees / landscaping to remain in place

Sanitary Sewer

- Manhole details
- Connection to existing manholes (precast / brick)
- Connection to existing service laterals and mainline
- Show sanitary sewer manhole / flow direction
- Show sanitary sewer (single service)
- Show sanitary sewer (double service)
- Show sanitary sewer pipe diameter, linear feet, material and slope along pipe length
- Show rim and pipe invert elevations on sanitary sewer manholes
- Indicate sanitary sewer (existing / proposed) clean out locations
- Indicate sanitary sewer service invert elevation at the right-of-way for new services

Sanitary Sewer Profiles

- Identify sanitary sewer manhole number, rim elevation, invert elevations of incoming and outgoing pipes
- Show sanitary sewer pipe diameter, linear footage and slope
- Show existing utilities, diameter, type and invert of pipe elevation

Water Distribution System

- Show location of single and double water meter boxes
- Identify fire hydrant assembly
- Identify fitting locations
- Identify limits of restrained joints
- Identify deflection limits
- Identify water sampling points
- Identify dead end blow-offs

- Identify air release valves
- Identify pipe diameter and material
- Stationing

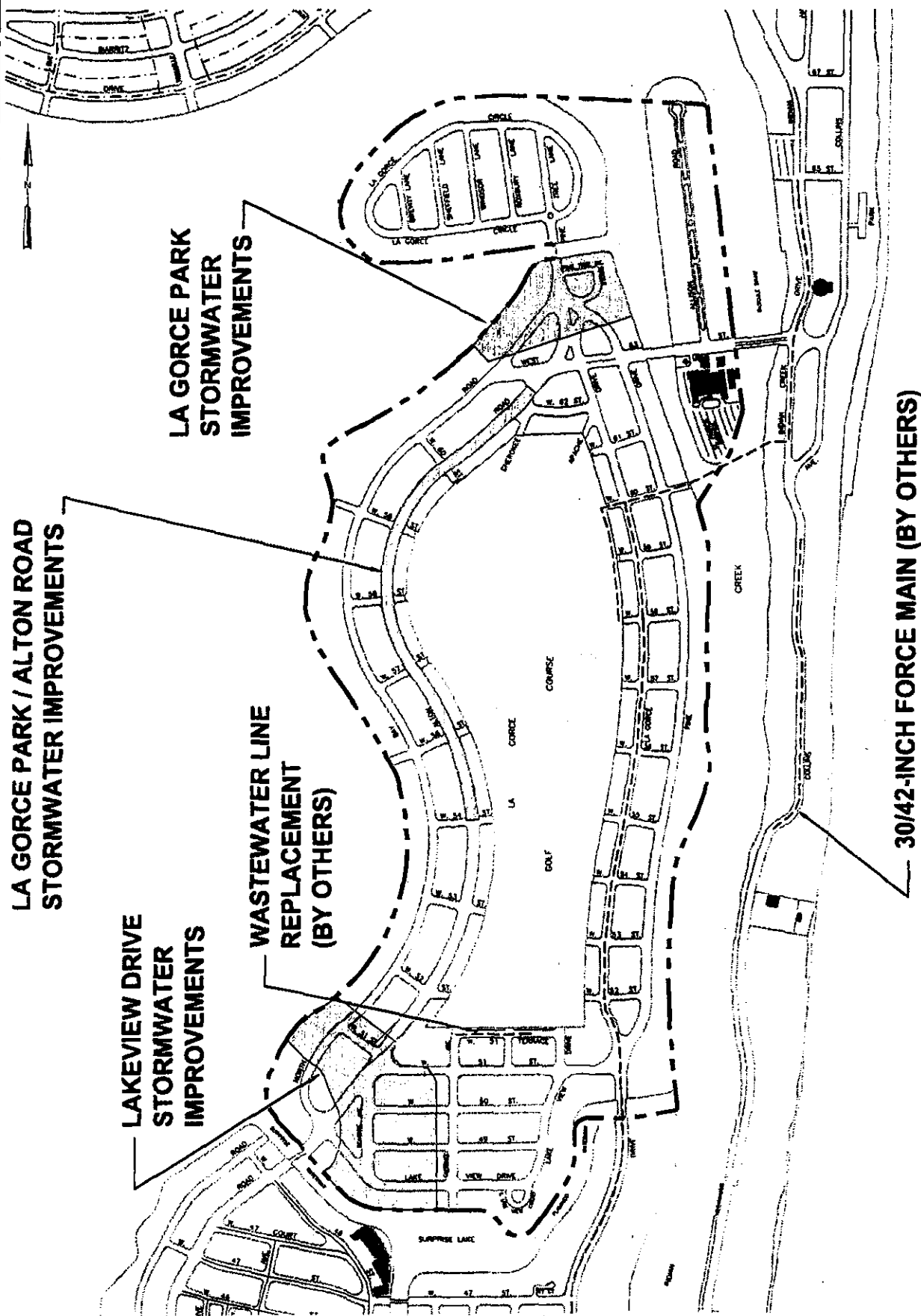
Pressure Pipe Profiles

- Show top of pipe elevation
- Identify location of air release valve at high points
- Identify vertical / horizontal deflection and/or fittings
- Identify minimum cover requirements
- Provide details of major utility crossings
 - Jack and bore
 - Horizontal directional drilling
 - Subaqueous crossing
 - Aerial crossing
 - Culvert crossing

La Gorce Neighborhood

Proposed Drawing List

| Drawing Title | |
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LEGEND:

- BOUNDARY
- FORCE MAIN OR WASTEWATER REPLACEMENT
- STORMWATER IMPROVEMENT



EXHIBIT "A"
LA GORCE



SCHEDULE B
CITY OF MIAMI BEACH
RIGHT OF WAY INFRASTRUCTURE PROGRAM A-E CONSULTANT
CONSULTANT'S COMPENSATION FEE SCHEDULE
NEIGHBORHOOD NO. 5 - TOTAL LA GORCE

| TASK NO. | TASK DESCRIPTION | PROJECT DIRECTOR | PROJECT MANAGER | ARCHITECT | ENGINEER / ARCHITECT | DESIGNER | DRAFTER | CLERICAL | TOTAL HOURS | TOTAL COST | COMMENTS |
|----------|--|------------------|-----------------|-----------|----------------------|----------|---------|----------|-------------|------------|----------|
| 1 | PLANNING SERVICES | | | | | | | | | | |
| 1.1 | PROJECT KICK-OFF MEETING | 0 | 10 | 3 | 3 | 0 | 0 | 0 | 16 | \$1,770 | |
| 1.2 | INFRASTRUCTURE PLANNING | 0 | 24 | 42 | 2 | 0 | 0 | 0 | 68 | \$7,380 | |
| 1.3 | PROJECT SITE RECONNAISSANCE VISIT AND DEVELOPMENT OF ALTERNATIVE STREETScape | 0 | 20 | 104 | 128 | 80 | 128 | 20 | 478 | \$37,440 | |
| 1.4 | TREATMENTS | 0 | 12 | 16 | 8 | 0 | 0 | 2 | 38 | \$3,884 | |
| 1.5 | ATTEND "VISIONING" SESSION | 0 | 12 | 10 | 0 | 0 | 0 | 4 | 26 | \$2,830 | |
| 1.6 | REVIEW MEETINGS PRIOR TO COMMUNITY DESIGN WORKSHOPS | 0 | 12 | 10 | 0 | 0 | 0 | 0 | 22 | \$2,330 | |
| 1.7 | COMMUNITY DESIGN WORKSHOPS | 0 | 28 | 24 | 16 | 0 | 24 | 24 | 116 | \$9,432 | |
| 1.8 | COMMUNITY DESIGN WORKSHOP NO. 1 | 0 | 16 | 20 | 12 | 8 | 24 | 18 | 108 | \$7,488 | |
| 1.9 | COMMUNITY DESIGN WORKSHOP NO. 2 | 0 | 12 | 16 | 8 | 0 | 24 | 18 | 88 | \$7,488 | |
| 1.10 | REVIEW OF BOOR W/CITY DIVISIONS | 0 | 42 | 81 | 90 | 0 | 0 | 29 | 242 | \$22,373 | |
| 1.11 | REVIEW OF BOOR W/CITY DIVISIONS | 0 | 32 | 28 | 8 | 0 | 0 | 0 | 68 | \$7,420 | |
| 1.12 | ADDITIONAL REVIEW MEETINGS | 0 | 14 | 28 | 0 | 0 | 0 | 0 | 50 | \$4,358 | |
| 1.13 | FINAL BASIS OF DESIGN REPORT | 0 | 20 | 40 | 24 | 0 | 8 | 20 | 112 | \$9,824 | |
| 1.14 | SUBTOTAL | 0 | 200 | 392 | 272 | 80 | 128 | 56 | 1,256 | \$113,887 | |
| 2 | DESIGN SERVICES | | | | | | | | | | |
| 2.1 | FIELD VERIFICATION OF EXISTING CONDITIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| 2.2 | DETAILED DESIGN | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| 2.3 | DESIGN / CONSTRUCTION / REVIEW | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| 2.4 | COST OPINIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| 2.5 | COMMUNITY DESIGN REVIEW MEETINGS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| 2.6 | DOCUMENT REVISIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| 2.7 | PERMITTING REVISIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| 2.8 | AE CONSULTANT ORIGIN OF DESIGN DOCUMENTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| 2.9 | SUBTOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| 3 | BIDDING AND AWARD SERVICES | | | | | | | | | | |
| 3.1 | CONSTRUCTION CONTRACT DOCUMENT REVIEW | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| 3.2 | BID DOCUMENT DELIVERY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| 3.3 | PRE-BID CONFERENCE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| 3.4 | ADDENDUM ISSUANCE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| 3.5 | BID EVALUATION | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| 3.6 | CONTRACT AWARD | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| 3.7 | AS-BID CONTRACT DOCUMENTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| 3.8 | SUBTOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| 4 | CONSTRUCTION MANAGEMENT SERVICES | | | | | | | | | | |
| 4.1 | PRE-CONSTRUCTION CONFERENCE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| 4.2 | WEEKLY CONSTRUCTION MEETINGS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| 4.3 | REQUESTS FOR INFORMATION / CONTRACT DOCUMENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| 4.4 | CLARIFICATION (RFI / CCI) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| 4.5 | REQUESTS FOR CHANGES TO CONSTRUCTION COST | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| 4.6 | AND/OR SCHEDULE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| 4.7 | PROCESSING OF SHOP DRAWINGS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| 4.8 | FIELD OBSERVATION SERVICES | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| 4.9 | PROJECT CLOSEOUT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| 4.10 | SUBTOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| 5 | ADDITIONAL SERVICES | | | | | | | | | | |
| 5.1 | SUB-TOTAL DIRECT LABOR | | | | | | | | | \$113,887 | |
| 5.2 | REIMBURSABLES | | | | | | | | | \$3,000 | |
| 5.3 | REPRODUCTION SERVICES | | | | | | | | | \$1,750 | |
| 5.4 | TRAVEL AND SUBSISTENCE | | | | | | | | | \$58,300 | |
| 5.5 | SURVEYING | | | | | | | | | \$5,254 | |
| 5.6 | GEOTECHNICAL EVALUATION | | | | | | | | | \$5,000 | |
| 5.7 | UNDERGROUND UTILITY VERIFICATION | | | | | | | | | \$0 | |
| 5.8 | LIGHTING AND INJECTION WELL ELECTRICAL | | | | | | | | | \$0 | |
| 5.9 | SUBTOTAL | | | | | | | | | \$71,204 | |
| 6 | TOTAL HOURS | | | | | | | | 1,256 | | |
| 6.1 | TOTAL FEE ESTIMATE | | | | | | | | | \$185,291 | |
| 6.2 | Hourly Rates | | | | | | | | | | |
| 6.3 | Hourly Rates | | | | | | | | | | |

Includes 11,600 F of full design survey & 23,000 F of hwy survey.

CITY TO ESTABLISH HOURLY RATES DURING CONSULTANT NEGOTIATIONS. INSERT VALUES ACCORDINGLY UPON REACHING AGREEMENT W/ CITY.

CITY OF MIAMI BEACH

CITY HALL 1700 CONVENTION CENTER DRIVE MIAMI BEACH, FLORIDA 33139
http://ci.miami-beach.fl.us



COMMISSION MEMORANDUM

TO: Mayor Nelsen O. Kasdin and
Members of the City Commission

DATE: September 5, 2001

FROM: Jorge M. Gonzalez
City Manager

SUBJECT: A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, APPROVING AND AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT IN THE AMOUNT OF \$185,291, BETWEEN THE CITY OF MIAMI BEACH AND THE FIRM OF REYNOLDS, SMITH AND HILLS, INC., PURSUANT TO REQUEST FOR QUALIFICATIONS (RFQ) No. 10-00/01, TO PROVIDE PLANNING SERVICES, IN THE AMOUNT OF \$113,987, SURVEY SERVICES, IN THE AMOUNT OF \$56,300, AND REIMBURSABLES, IN THE AMOUNT OF \$15,004, FOR THE LA GORCE NEIGHBORHOOD STREETScape; AND APPROPRIATING FUNDS, IN THE AMOUNT OF \$61,702, FROM THE SERIES 2000 GENERAL OBLIGATION BOND FUND, AND \$123,589 FROM THE SERIES 2000 STORMWATER REVENUE BOND FUND, FOR A TOTAL APPROPRIATION OF \$185,291.

ADMINISTRATION RECOMMENDATION:

Adopt the Resolution.

FUNDING:

Funds for this project are available as follows:

| Neighborhood | \$92M G.O. Bond Series 2000 | \$54.3M Storm Bond Series 2000 | Not to Exceed Fee |
|--------------|-----------------------------------|--------------------------------------|-------------------------|
| La Gorce | \$61,702 | \$123,589 | \$185,291 |

AGENDA ITEM

C7B

DATE

9-5-01

BACKGROUND:

Pursuant to Resolution No. 2001-24322 adopted by the Mayor and City Commission on April 18, 2001, the Administration has negotiated an Agreement with the firm of Reynolds, Smith and Hills, Inc., regarding Request for Qualifications (RFQ) No. 10-00/01 for Urban Design, Landscape and Engineering services for design and construction documents for the La Gorce Neighborhood. Reynolds, Smith and Hills, Inc. was selected as the number one ranked firm by the Evaluation Committee and recommended by the Administration on April 18, 2001.

The City of Miami Beach has developed various programs to improve the quality of life of its residents. On November 2, 1999, voters approved the issuance of approximately \$92 million in General Obligation (GO) Bonds for Neighborhood, Parks, Beach and Fire Safety Improvements, of which \$57 million is allocated for capital right-of-way infrastructure projects (the Program). In addition to this allocation, the Administration proposes that a portion of the recent Water and Sewer Bond and Stormwater Bond issues also be allocated for capital right-of-way infrastructure projects. These estimated \$187 million of public right of way infrastructure improvement projects are to be implemented over the next six (6) years. Program elements include citywide water, wastewater and stormwater improvements; as well a variety of streetscape enhancement projects.

There are a total of thirteen neighborhoods within the overall Program scope. This Commission Memorandum addresses the La Gorce Neighborhood but will not include La Gorce and Allison Islands in the Project.

SCOPE OF SERVICES:

The Scope of Services for each Project was developed as a basis for establishing the fee to be negotiated. The following scope was proposed for each neighborhood:

La Gorce Neighborhood

The La Gorce Area includes all of the area from Surprise Lake, North to La Gorce Island, and from Biscayne Bay East to the Indian Creek waterway. It also includes the Lake View Area, which is a sub-neighborhood of the La Gorce Area, and is bounded by Lake View Drive and 51st Street. This area is generally comprised of single-family residential buildings. The improvements intend to provide restoration and enhancements of the neighborhood's streets to meet the needs of the community. The project will coordinate streetscape work with some renovation of the neighborhood's sanitary, water and storm water infrastructure. The scope of the work is generally as described below:

- Enhanced landscaping and street lighting consistent with community preferences
- Repair and widening of sidewalks to comply with ADA-Title III

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- Repair or rehabilitation of some existing galvanized water mains throughout community
- Street resurfacing and new pavement markings
- Incorporation of traffic calming features, consistent with community preferences
- Improved stormwater drainage collection and disposal infrastructure
- Swale restoration and/or curb and gutter restoration or upgrades

A general map is attached as Exhibit A. Please note that the Exhibit identifies the neighborhood limits as well as the location of water main replacements.

The scope of services for the neighborhood projects are each split into six (6) primary Phases including; Planning Phase (Task 1), Design Phase (Task 2), Bidding and Award Phase (Task 3), Construction Management Phase (Task 4), Additional Services (Task 5) and Reimbursables (Task 6). A brief review of the components of each task follows:

Planning Phase: The purpose of this Task is to establish a consensus design concept for the referenced neighborhood that meets the needs of the community and stays within established schedule and cost parameters. This intent is met through the performance of a series of Community Design Workshops designed to encourage input from affected residents and verify and validate previously developed concepts and priorities. Based on the results of the Community Design Workshops, a draft Basis of Design Report is developed on which subsequent design review committee presentations and approvals from requisite City Divisions and jurisdictional permitting agencies are procured. A final Basis of Design Report is prepared summarizing the accepted design concept, budget level cost estimate and implementation schedule for use in the design phase of the Project. It is the intent of this contract that the Planning phase services be completed within approximately 150 calendar days of Notice to Proceed in order to expedite the implementation of the Program.

Design Phase: The purpose of this Task is to prepare contract documents for the Project. Included in this Task is the requirement that the Consultant perform a variety of forensic tasks to verify, to the extent practicable, existing conditions and the accuracy of base maps to be used for development of the contract drawings. Detailed quality requirements for the preparation of drawings, specifications and front-end documents are specified in the contract. In addition, requirements with regard to constructability and value engineering reviews are also specified to occur during this Task. As a part of its design services, the Consultant is also required to prepare opinions of total probable cost and conduct reviews of its contract documents with jurisdictional permitting agencies prior to finalization.

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Bidding and Award: The purpose of this Task is to assist the City in bidding and awarding the Project. The Program Manager shall transmit contract documents prepared by the Consultant to the City's Risk Management and Procurement Departments for verification of appropriate insurance and bonding capacity requirements for each Project prior to bid. Various departments within the City (Risk Management, Procurement and the City Attorney's Office) have nontechnical review responsibilities for the Construction Contract Documents. Consultant shall assist Program Manager in this process by providing three copies of Construction Contract Documents, participating in meetings, submissions, resubmissions and discussions with these departments. Consultant shall respond to the City within ten calendar days of receipt of comments unless a different time schedule is agreed to by Program Manager

Construction Management Services: The purpose of this Task is to perform office administration activities related to the construction of the Project(s). These tasks shall be performed during the duration of all construction projects and includes; submittal reviews, responses to requests for information, change order review and miscellaneous meeting attendance. The Program Manager will provide full time field observation staff to augment the Consultant's construction management effort.

Additional Services: No additional services are envisioned at this time. However, if such services are required during the performance of the Work, they shall be requested by the City and negotiated in accordance with contract requirements. Note that a separate Notice to Proceed is required prior to performance of any Work not expressly required by this scope of services. If Consultant, proceeds with work which changes the scope of the Project without proper authorization, it does so at its own risk.

Reimbursables: The Consultant will be reimbursed for the following costs:

- usual and customary rate for reproduction of reports, special graphics, contract documents and miscellaneous items, as may be requested by the City
- mileage at the United States Internal Revenue Service established rate for travel and subsistence
- a preliminary field exploration program to identify typical geotechnical conditions along the proposed pipeline corridor(s) and/or to ascertain the sub surface conditions with respect to its drainage design

Survey: Topographic survey of proposed corridors

CONTRACT FORMAT:

The contract is structured in a Not-to-Exceed format and a separate Notice to Proceed will be required prior to commencement of each of the noted Task Phases. Contract negotiations/scoping sessions were held with the recommended firm on July 26, August 2, and August 9, 2001. Estimated

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illustrates the salient points and the result of the negotiation with Reynolds, Smith and Hills, Inc., for the provision of Planning and Surveys for the La Gorce Neighborhood Projects:

| LA GORCE NEIGHBORHOOD | | | |
|--------------------------|---------------------|----------------------|-------|
| SERVICE COMPONENT | ORIGINAL SUBMISSION | FINAL NEGOTIATED FEE | NOTES |
| Basic Services: Planning | \$118,857 | \$113,987 | 3 |
| Survey | \$56,300 | \$56,300 | 3 |
| Reimbursable expenses | \$15,004 | \$15,004 | 1 |
| Total | \$190,161 | \$185,291 | 3 |

Notes:

1. The reimbursable expense amount is a "not-to-exceed sum". It includes: geotechnical tests, reproduction, and miscellaneous expenses. Expenses will be reimbursed at actual cost.
2. The Project Budget is \$1,479,634. The estimated construction cost is \$984,499. The estimated cost for Tasks 2 through 6 is \$173,735. The project contingency is \$136,109.
3. Total design effort includes Phase 1 Planning Services, surveying and expenses for reproduction, surveying and geotechnical evaluation.

The City retained the services of Pappas & Associates to assist in fee negotiations. The overall fee was reduced during negotiations for the La Gorce Neighborhood by \$4,870.

Note that the proposed fee represents only the Not-to- Exceed amount for the Phase 1 Planning Task of the Project. The first Notice to Proceed is for the Planning Phase and Survey portions (including reimbursables) of the Project only, as noted in the attached fee schedule tabulation.

The Administration recommends the adoption of the attached Resolution.

JMG/ROM/PDW/TH/BJM
Attachments